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**N E W S L E T T E R**

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**Kentucky Department for Libraries and Archives**

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**Volume 14 Number 5****September / October 1999**

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**LEGAL ISSUES ATTRACT TRUSTEES ACROSS STATE**

What could bring 132 trustees to four nighttime workshops across Kentucky?

Hot topics they need to know more about. The 1999 Trustee Institute hit a home run with "Is There A Lawsuit In Your Future?" It covered:

- "What's your score? A library risk management checklist"
- Three must-have policies: Collection Development, children, and personnel
- The courts and the court of public opinion
- Federal laws trustees need to know, especially ADA, FLSA, and sexual harassment
- Five steps to help guard your library from grievances and lawsuits.

"This workshop had practical information that boards need," said James Gugeler, trustee at Withers Memorial Public Library (Jessamine County) and President, Kentucky Library Trustees Association (KLTA). "People learned from one another. KDLA did a good job in putting it on."

Convenient locations attract trustees. The 1999 Trustee Institutes were held on Thursday and Friday nights at:

Jenny Wiley State Resort Park  
Kentucky Horse Park  
Cave City Convention Center  
Kenlake State Resort Park.

Each workshop started off with a welcome and dinner. Then presenter Ellen Miller, who is also a trustee in Kansas, asked participants what issues they'd like to discuss. Participants identified topics such as:

- (1) What's legal when interviewing applicants
- (2) Ways to handle problem patrons
- (3) How to do personnel evaluations.

The fast-paced workshop included sample policies, employee manuals, and news clips on library legal issues. Participants asked questions and offered suggestions to one another.

KDLA's new "Kentucky Public Library Trustee Manual" was highlighted in each workshop. "This is a 'must-have' publication for every Kentucky trustee," Miller said, who is also president of the brand-new Kansas Library Trustee Association. She urged all participants to look at it carefully, especially pages 4-5 concerning liabilities.

Annually, the Kentucky Department for Libraries and Archives sponsors a series of trustee institutes. For information about the 2000 Trustee Institutes, contact Susan Martin at 502-564-8300 ext 266.

-- Ellen Miller

[Editor's Note: Most regions also offer trustee training through an annual workshop. Contact your regional librarian for details.]

## EXTENDED HOURS PILOT

Your state library is listening—and responding. KDLA is pleased to announce a pilot project of extended hours at the state library beginning October 4<sup>th</sup> and ending December 16<sup>th</sup>. During this period the library will be open 7:30-5:00 Monday-Thursday and 8:00-4:30 on Fridays (Eastern time). The services offered will be audio-visual, circulation, and reference. The pilot is being offered as a response to focus group feedback and is an effort to provide better access to our services.

## SUPPORT STAFF ROUND TABLE

Calling all support staff! At the Kentucky Library Association's annual conference this fall look for agenda items just for you. On Thursday, October 14<sup>th</sup>, the KLA Support Staff Round Table will hold its business meeting at 3:00 p.m. Immediately following, from 3:45 to 5:00, will be "Table Top Discussions." The attendees will have a chance to network with colleagues from across the state on such topics as Interlibrary Loan, Outreach to Community, Technical Services, Reference, Children's Programs, One-Person Libraries or Departments, and Circulation. Each discussion will be hosted by various Support Staff Round Table members and guests.

If you are a support staff member in your library, consider joining this KLA Round Table created to address issues and concerns specific to you and your job. The cost is minimal—just an additional \$3 to your annual dues. And don't forget to attend the conference to participate fully.

-- Alice Abbott-Moore

## FINANCIAL REPORT DUE

All taxing districts, under KRS 65.070, are required to publish "...the names and addresses of the members of its governing body and chief executive officer, and either a summary financial statement which includes the location of supporting documents, or the location of district financial records which may be examined by the public."

This statement of accountability must be published in the local newspaper annually. As stated in the statute, the names and home addresses of the trustees, the name of the library director as CEO (with the library's address), and a statement saying that the district's financial records can be examined at the library, located at \_\_\_\_\_, between the hours of \_\_\_\_ and \_\_\_\_ should be included. There is no set size for this ad. If the library opts to publish its budget, broad categories are sufficient.

If there are questions concerning publication of the financial statement, contact your regional librarian.

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*Serving Kentucky's Need to Know*



An agency of the Education, Arts & Humanities Cabinet

## TECHNICAL SERVICES NEWS

The technical services department at KDLA is always pleased to get cataloguing questions from libraries. To assist further with those little “oddities” that arise, the *Kentucky Public Library Newsletter* will feature cataloguing tips on a regular basis. To make the information all the more valuable, real questions from real librarians are solicited. Write, call, or e-mail Myra Prewitt at: Box 537, Frankfort, 40602; 502.564.8300, ext 227; mprewitt@ctr.kdla.state.ky.us.

**Tip:** Many of you may have noticed a new subfield in your MARC records. On February 17, 1999, the Library of Congress began using subfield \$v, in place of \$x, to identify a certain type of subdivision. Cataloguers are to use \$v when coding a subdivision which describes the *form* of the work such as fiction, biography, genealogy, statistics, etc. If you are confused about which subdivisions have been changed from \$x to \$v, there are several places to get help: *Free-Floating Subdivisions* (11<sup>th</sup> ed) published by the Library of Congress; the Cataloging Policy and Support Office web site, URL: <http://lcweb.loc.gov/catdir/cpso/subdauth.html>; or call us—we’ll be glad to help!

Happy cataloguing from Myra Prewitt!

## BOOKMOBILES FOR SALE

Are you in need of an old bookmobile? Do you know someone or some organization that is? KDLA has several surplus vehicles for sale. Already sales have been made to Lexington Public Library, Galilean Children’s Home (Liberty), and the Millersburg Fire Department. Prices are averaging around \$1,700. These vehicles are those turned in as libraries have gotten their 1999 bookmobiles.

## GRANTS AVAILABLE

Lowe’s, a home improvement retailer, supports home safety and K-12 education in its operating communities via the Lowe’s Charitable and Educational Foundation, local stores, and the Lowe’s Home Safety Council. Local store managers have limited funds for small-scale projects in their towns and communities. They will consider any type of educational or safety project proposed by a nonprofit, including schools and libraries. There is no specific deadline and grant amounts vary from store to store.

To apply, contact your local store manager. A list of store locations is available online at <http://www.lowes.com>.



## PRIME TIME GRANTS

Applications are available for the “Prime Time Family Reading Time” reading, discussion, and storytelling series offered by the Louisiana Endowment for the Humanities in partnership with the American Library Association Public Programs Office. The project is funded by NEH and has a deadline of November 5<sup>th</sup>.

“Prime Time” is designed specifically for helping under-served families bond around the act of reading and learning together. It teaches parents and children to read and discuss topics, aids them in selecting books, and helps them become active public library users.

Selected libraries will receive training in New Orleans and funds for conducting the series. Full information can be found at ALA’s URL: [www.ala.org/publicprograms](http://www.ala.org/publicprograms).

## ARE YOU OVERCHARGING?

How much are customers charged for copies requested under Kentucky's Open Records Act? Most libraries charge the same as for any other copies, but according to an Attorney General Opinion dated September 16, 1999, there is a ceiling and anyone charging more than that is in violation of the law.

KRS 61.874(3) authorizes public agencies to "prescribe a reasonable fee for making copies of nonexempt public records...which shall not exceed the actual cost of reproduction, including the costs of the media and any mechanical process costs incurred by the public agency, but not including the cost of staff required." Additionally the law allows for prepayment to be required and for inclusion of any postage costs incurred. In *Friend v. Rees*, the Kentucky Court of Appeals held that ten cents (10¢) per page is a reasonable copying charge under the Open Records Act. Since that ruling in 1985, the AG's office has, in a dozen different opinions, consistently upheld the ten cent ceiling, stating clearly that anything in excess of this amount is unreasonable.




## FILTERING DISCUSSION AT KLA

All KLA attendees are invited to a panel discussion on Internet filtering issues at 6:30 p.m. on Wednesday, October 13<sup>th</sup> at the Louisville Bar Association. Located on the corner of 6<sup>th</sup> and Main, this is a short walk from the Galt House where KLA is being held. Public libraries will be represented by our own Jeff Sauer, director of the Anderson County Public Library. This discussion is sponsored by the Kentucky chapter of the American Civil Liberties Union (ACLU) and promises to be lively.

## LIBRARY USPS RATES

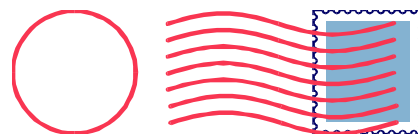
Library rates are attractive for mailing library materials, but the rates don't apply to all items or purposes. The USPS defines "Library Mail as a Standard Mail (B) subclass for items on loan from or exchanged between academic institutions, public libraries, museums, and other authorized organizations." To help identify what is eligible, here is a list that shows exactly who and what can be involved in the transaction.

Mail pieces may be mailed at the Library Rate when sent between:

-  Schools, colleges, universities, public libraries, museums, herbariums, and non-profit religious, educational, scientific, and philanthropic organizations
-  Any one of the organizations mentioned above and an individual who has no financial interest in the sale, promotion, or distribution of the materials
-  Any one of those organizations and a publisher if the organization is buying these materials and is having them delivered to itself.

The eligible materials include books, printed music, periodicals, sound recordings, films, filmstrips, transparencies, slides, microfilms, and other library materials.

For more information see the ALA Washington Office issue brief, *Library Postal Rate* at <http://www.ala.org/washoff/postal.pdf>.



## SUMMER READING 2000

The votes are in for next year's Summer Reading Program theme and the winner is... "It's About Time!" Workshops sponsored by KDLA and conducted by Carol Baughman are scheduled for March 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup>—participants may choose whichever day—at the new Kentucky History Center in Frankfort.

This versatile theme allows libraries to work in the millennium, Y2K, time travel, history, science, or whatever the imagination allows.

## LIBRARIES AFLAME

Recently two fires have damaged libraries at opposite ends of the commonwealth.

The first occurred in Cumberland (Harlan County) when an abandoned building next door to the Rebecca Caudill Branch caught fire. Attempting to save the library from the flames, firefighters wet the roof—resulting in said roof's collapse under the weight and force of the water. Fortunately branch librarian Ardelia Simpson had had the forethought to cover the stacks with plastic drop cloths. While there was significant smoke and water damage, not to mention a hole in the roof, the destruction was far less than it could have been. Kudos to Ardelia and staff!

Just days later fire broke out in the basement of the Louisville Free Public Library's main facility downtown. Library Director Craig Buthod estimated the damage to be around \$500,000. If there is a silver lining to this tragedy, it is that the books lost were new purchases awaiting processing and probably still in print.

## DATES TO REMEMBER



Mark your library calendars to celebrate these upcoming events:

### Teen Read Week      October 17-23

The Young Adult Library Association, a division of ALA will sponsor *Reading Rocks! Read for the Fun of It*. The goal of the program is to encourage young adults to read for pleasure as well as learning. Champion figure skater Michelle Kwan is the national spokesperson.

NBC Television will host a *TNBC Reads* theme for its Saturday morning TNBC programs on October 23<sup>rd</sup>. Additional information may be viewed at: [www.nbc.com/tNBC/](http://www.nbc.com/tNBC/).

Promotional materials are available in the ALA Graphics Spring Catalogue. Request one at 1.800.545.2433 X5046.

### Children's Book Week      November 15-21

*Plant a Seed...Read!* is the theme for CBW this year. The Children's Book Council has sponsored this annual event since 1945. Request a catalogue of promotional materials at: [www.cbcbooks.org/catalog/bwkit.html](http://www.cbcbooks.org/catalog/bwkit.html).

## SUPPORT STAFF SYMPOSIUM

Plan to attend the *Ninth Annual GCLC Support Staff Symposium* on October 27, 1999, in Erlanger (KY). Sponsored by the Greater Cincinnati Library Consortium (GCLC) and the Kentucky Department for Libraries and Archives (KDLA), this day-long workshop is entitled *Survival Tips for the New Millennium*. Cost is only \$35 and includes a buffet lunch. For more information contact your regional librarian or Susan Martin at KDLA.

## SCARY TALES FOR HALLOWEEN

The following two “tales” may not be scary to the general public, but they should be to librarians, trustees, and those who passionately care about what it is that libraries are all about. They are our trick or treat to you.

We have all lost library books as children (and some of us as adults). Some were found, some were not and Mom or Dad had to pay. Some were found years later when Mom was cleaning out after all her children had moved away from home. Some materials probably ended up in the garbage; some were left in the neighbor’s car, on the bus, at the mall; some never made it back from an exotic vacation. In some cases, maybe the child no longer lived at her mother’s boyfriend’s house and had no chance of ever recovering that book.

So does the library receive payment? Sometimes, sometimes not. Because children usually do not have money to pay, they must ask an adult for the money and sometimes that may be a very scary situation indeed. Visiting the library can quickly become a very emotional ordeal. For some, borrowing a book can end on a frightening note.

Everyone has witnessed the child who has lost a book or has a large overdue fine. Usually the child is too young to understand the term “overdue” or does not have a real concept of how much things cost. What is especially disturbing is when the parent says, “Don’t you ever check out another book!” Then the child goes home crying because she loves books and is no longer allowed to check them out.

Is there something the library staff can do in this situation? Are we happy to be rid of that irresponsible troublemaking family? Are we satisfied sending a child home without an arm full of books? Is it solely the child’s fault? Should the parent have some responsibility in

this situation? Do we want to see children who may not be very responsible denied books as a punishment? Is there something we can do to educate the parents on the importance of reading? Can the parents afford to pay the fine? Will the child ever make it back to the library again after this experience?

There are no right answers, only creative solutions. Library staff and trustees need to really think about their policies and their customer service attitudes. Children are our future, they deserve the very best we have to give.

-- Adapted from *Lost Books, Harsh Words in School Library Journal, March 1998*

It seems that most people borrowing test practice books are not regular library users, and their borrowing of a test book may be their first adult library borrowing experience.

Most libraries report a high loss rate on such books. Many of these “new” customers get library cards for the sole purpose of getting the test practice books. Their non-return of these have several consequences, but one that may not come quickly to mind and does deserve consideration is the following: The library, in its normal course of business of recovering overdues and charging fines, may create a “library fearing person,” a person who would fear the library for the rest of his life and who may be discouraged from bringing his children to the library as well.

While an aggressive policy to “protect” library materials may satisfy *our* sense of justice, once again a creative solution may be a better answer. Consider refundable deposits on test books, a Buy It/Buy Back program, or some other creative method. In the end borrowers are happier and staff are saved the cost of overdues/fines processing.

-- from the U\*N\*A\*B\*A\*S\*H\*E\*D Librarian, #108

## TEMPTING TEENS @ LIBRARY

The Youth Advisory Council of the Clearwater (FL) Public Library hosted a special spooky Halloween experience last year. After closing hours, the students turned the East Branch Library into AREA 51, the secret government facility outside Groom Lake, Nevada. The students led tours in which participants visited the decontamination area, heard a lecture by the general in command, viewed and were introduced to live aliens.

More than one hundred children and adults experienced AREA 51. The event was so popular that it was repeated in the spring during the Fun & Sun Festival. For more information contact Jana Fine at 727.462.6800 X252.

The Youth Advisory Council is comprised of 13 teens aged 13-17. AREA 51 was presented as part of Teen Read Week, a national project promoted by ALA.

## TOYS 'R' US CANCELS PROJECT

The Toys 'R' Us toy store chain decided this May to cancel plans to partner with ALA's Fund for America's Libraries to pay for the building of children's reading rooms in public libraries across the United States. The first year of the partnership would have realized approximately \$250,000. The cancellation came after eight months of negotiations with Toys 'R' Us.

According to a Toys 'R' Us spokesman, the cancellation was a result of Dr Laura Schlessinger's April 15, 1999 radio broadcast that portrayed librarians as "pedophiles."

## 'CROSS THE COMMONWEALTH



All across the Commonwealth public libraries and librarians are doing remarkable things that deserve the recognition of their colleagues. This column attempts to highlight some of these. Requests for additional items are continually solicited.

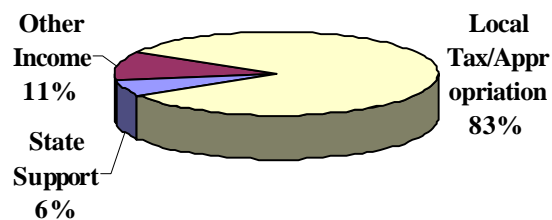
Two photos submitted by the **Lexington Public Library** are winners in the ALA's *Beyond Words: Celebrating American's Libraries Photo Contest*. The President's Prize of \$500 was awarded to Susan Matsubara of Lexington for her photo titled "A Reach for Knowledge." The photo is a close-up shot of a young woman reaching for a book from a shelf in the Beaumont Branch Library. The Librarian of Congress Prize of \$500 was awarded to Robert Riddle, Lawrenceburg, for his photograph titled "Enlightenment." It shows a reader quietly sitting on the grand staircase of the Kentucky State Capitol Building.

The **Knott County Public Library** opened the *Eastern Kentucky Domestic Violence Resource Center* in August. One of only two such centers housed in public libraries, it offers information about elder abuse, dating violence, children and domestic violence, safety plans, substance abuse and healthcare related to domestic violence.

The **Scott County Public Library** has been checking out rods, reels, and tackle boxes this summer courtesy of C.A.S.T., a local fishing club. Their purpose is to introduce children to the sport of fishing. Members of the club maintain the equipment and will store it over the winter and bring it back to the library next summer.

## LIBRARY TRIVIA CORNER

If a picture is worth a thousand words, then perhaps a graph can help show funding statistics in a new and, for some, more easily understood format. In the March/April issue of *Kentucky Public Library Newsletter* and more recently as handouts from the Legislative Committee of KLA's Public Library Section, library supporters have been shown some pretty significant statistics regarding funding.



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